

Job Opportunity Bulletin: 03-054**Final Filing Date: December 18, 2003 or
until filled.*****PENDING FREEZE EXEMPTION APPROVAL*****Position:**

PROGRAM TECHNICIAN II

Salary:

\$ 2,465 - \$2,998

Location:Facilities Development Division
1600 Ninth Street, Room 420
Sacramento, CA 95814**General Statement:**

Under the supervision of the Supervisor, HFR, the Program Technician II initiates and monitors projects in accordance with Title 24, Part 1 and provides support for a specific geographical region.

Duties:

- Open and distribute incoming plans.
- Set up triage, tag, and mail out all plans and/or documents pertaining to final and back-check reviews.
- Update daily project logbook report.
- Type, proof read, and edit documents pertaining to plan review activities.
- Set up, oversee, and maintain filing of plan review related documents.
- Photocopy, distribute, input and file forms and related information.
- Serve as backup to the Field Technician (Program Technician II).
- Coordinate project information with region plan review and field staff, representatives of other state agencies, and applicant representatives regarding program requirements and project plan review status.
- Serve as backup to Program Technicians assigned to other counties or regions.
- Serve as backup to the Division reception desk.
- Provide support to the Supervisor, HFR and office staff, and emergency operations.

Desirable Qualifications:

- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management, professional staff and the public.
- Good organizational skills.
- Ability to work independently.
- Knowledge of Microsoft Word.

Who May Apply:

Applications will be accepted from candidates currently eligible for lateral transfer or list appointment to this class. Applicants with list appointment should attach a copy of their notice of test results. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed.

Interested parties should submit a standard State application form #678 and a resume to:

OSHPD - Facilities Development Division
Attention: Nikole Freeman
1600 Ninth Street, Room 420
Sacramento, CA 95814

For further information contact Duane Borba at (916) 654-3139. 03-054